

## **APA Guidance**

### **QUICK REFERENCE GUIDE TO APA 5<sup>TH</sup> EDITION STYLE**

The intent of this document is to provide the rule/page number as a quick reference guide. All page numbers correspond to the APA manual, 5<sup>th</sup> edition. This document is not in APA format.

#### **Font**

The preferred typeface is Courier or Times New Roman in 12-point size (p. 285).

#### **Margins**

- 1.0" top, right, left, bottom
- 1.5" left (only if paperbound, otherwise 1")
- Justification should only be used on the left side of paper. The right side of the paper should have ragged edges (pp. 286-287). See paper example on p. 307.
- Spacing: Double-space in all situations (p. 286) unless using equations or under other, special circumstances (p. 286, section 5.03).

#### **Page Numbers/Paragraph Indent**

- Page numbers begin with title page, (i.e. title page is page 1). The page number should appear at least 1 inch from right-hand edge of paper. (pp. 287-288). Use the auto function of your word-processing program to create a header with page numbers (p. 288).
- Paragraphs are to be indented five to seven spaces - use the tab key (p. 289).

#### **Page Header**

The manuscript page header is located at the top right of the page (1/2 inch down from top edge of paper) and is followed by five spaces followed by and the page number. This header should contain the first two or three words of your title (p. 288). See header on p. 306.

#### **Running Head**

This is required only if requested by instructor or for publication. The running head is entirely capitalized and should be flushed left, contain no more than 50 characters, and appear on the title page of published articles (p. 288 or picture example on p. 306):

#### **Title Page**

In the middle of the page, type and center the following information: full title of the paper (recommended title is 10 to 12 words), your name, and institution affiliation (pp. 11 and 306). Older forms of APA require more on title page: course title, instructor's name, date, and a shortened form of the title with the page number at the top right of the page. An illustration of the title page is on p. 306.

#### **Abstract**

Abstracts should only be used if required by the instructor and are typically only used in longer documents. The abstract page should follow the title page, start on a new page, be double-

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spaced, and be your page number 2 (example on p. 306). Type the word *Abstract* centered on the first line of the page. The abstract should not be more than 120 words (p. 13). It should be in block form and left justified; in other words, do not indent the paragraph. The abstract is a brief, comprehensive, and specific summary of your paper (p. 306).

### **Text**

- Begin by typing the title of your paper and centering it. The next line should be indented five to seven spaces and begin your text (pp. 298 and 307).
- When beginning a new paragraph at the bottom of a page, there must be two complete lines of that paragraph. If not, move the first line to the top of the next.

### **Reference/References**

- The reference page follows your text. Begin on a new page, and type (upper/lower case) and center the word *Reference* (for only one reference) or *References*. If your references take up more than one page, do not re-type the word references on sequential pages; simply continue your listings with the first line on the next page (p. 299, example on p. 313).
- Double-space all references (p. 299). The first line of each reference should start flush left with the margin (p. 299, example on p. 313).
- Put references in alphabetical order by the author's last name (pp. 219 and 313). Never use the author's first name, only his or her initials.

## **CITING SOURCES**

### **ELECTRONIC SOURCES**

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At a minimum, a reference of an Internet source should provide a document title/description, a date (either the date of publication or date of retrieval), and the URL address (p. 269). See examples on page 72 of the APA manual on electronic retrievals from journals, periodicals, etc.

Use the paragraph number, if available, for electronic sources that do not provide page numbers, preceded by the paragraph symbol or the abbreviation para. If neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the material (section 3.39, p. 120). Examples follow:

(Myers, 2000, ¶ 5).

(Beutler, 2000, Conclusion section, para. 1).

(Myers, 1989, chap. 3).

Note: Using para instead of par is an APA 5<sup>th</sup> edition change. One can also use the paragraph symbol, which can be obtained by completing the following steps:

1. Go to *Insert* at the top of your tool bar in Microsoft® Word®.
2. Click on *symbol*.
3. Click on special chart and select the backward P for paragraph.

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Now to cite the reference, see page 223 in APA, 5<sup>th</sup> edition. The reference (on the last page of your document) might look like this:

Myers, F. G. Title of the article. *Title of Periodical*, xx, xxx-xxx. Retrieved month, day, year  
from URL \_\_\_\_\_.

Learners using and citing Internet sources should observe the following two guidelines:

1. Direct readers as closely as possible to the information being cited, and whenever possible, reference specific documents rather than home or menu pages.
2. Provide only URL addresses that work in your Reference list. If you are using a word-processing program, the easiest way to transcribe a URL correctly is to copy it directly from the address window in your browser and paste it into your paper.

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### **Electronic Journal Entries**

Borman, W. C. (2001). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000, from University of Phoenix ProQuest data.

Jones, G. (2001). Role of reference elements. *Prevention Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>.

### **Computer Software**

Miller, M. E. (2001). The Interactive Tester (Version 4.0) {Computer Software}. Westminster: CA: Psytek Services.

### **Online document**

Author, A. A. (2000). Title of the article. Retrieved month day, year, from source URL----.

## **TRADITIONAL SOURCES**

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### **Book**

Nicol, A. A. M., & Pexman, P. M. (1999). *Presenting your findings: A practical guide for creating tables*. Washington, DC: American Psychological Association.

### **Book chapter**

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (5th ed.). *Gender issues across the life cycle*. New York: Springer.

### **Encyclopedia**

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

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### **Government Document**

Department of Labor. (2000). *Demographics of the changing workforce*. Washington, D.C: U.S. Government Printing Office.

### **Report from Corporate Organization (i.e. annual reports, etc)**

General Electric Corporation, Inc (2001, January). Annual stockholders report. Washington, DC.

### **Document available on university program or department Web site**

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Embry Riddle Aeronautical University, Web site:  
  
<http://www.erau.edu/publications/papers/html>.

### **Journal article Traditional Sources**

Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist*, 48, 1141-1147.

## **NO AUTHOR REFERENCE**

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1. Place the title in the author position.
2. Alphabetize books with no author or editor by the first significant word in the title.
3. In your text, use some words from the reference. In this example, Merriam is the first significant word, so the text citation might look like this (Merriam-Webster, 1993).
4. Works with no author should use the word anonymous if, and only if, the work is signed *anonymous*. In this case, the entry will begin with the word anonymous spelled out, and the entry will be alphabetized as if anonymous were a true name per APA manual, p. 222.
5. The following is an example:

Merriam-Webster's collegiate dictionary (10<sup>th</sup> ed.). (1993). Springfield, MA: Merriam-Webster.

See APA manual 5<sup>th</sup> edition, page 249 for additional information.

## **APA STYLE FOR COMPONENTS OF DOCUMENTS**

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All page and section references correspond to the APA manual 5<sup>th</sup> edition. This document is not in APA style.

### **APPENDIXES**

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Begin on separate page, and center the word *Appendix* at the top of the page. Use identifying A, B., etc in order as mentioned in text (p. 299). If there is only one appendix, do not use an identifying letter.

### **TABLE**

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Place the word *Table* and its Arabic number flush left at the top of table, i.e., Table 1, Table 2, etc (p. 301). Double-space the heading.

### **FIGURE**

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Each figure is numbered consecutively in the order in which they are first mentioned in the text. Each figure must have a caption. See example below (p. 302).

Figure 1

New Boeing Prototype

### **QUOTATIONS**

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Always give exact location for quotations (section 3.34). Note that the words page and chapter are abbreviated in such text citations:

(Cheek & Buss, 1981, p. 332)

(Shimamura, 1989, chap. 3)

(Goleman 1999, ¶ 8)

Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks (p. 118). Example: Sara stated, “More female than males attend college today” (APA, 2001, p. 118).

Long quotations of 40 or more words are displayed in a double-spaced block of typewritten lines with no quotation marks (APA, p. 119 and example on p. 118).

## ***PARENTHETICAL REFERENCE CITATIONS***

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APA references cited in text must appear in the reference list and must provide information for readers to retrieve each source (p. 215)

## ***ELLIPSIS POINTS***

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Ellipsis points are used to indicate omitted material. Type three periods with a space before and after each period to indicate omission within a sentence (. . .) (p. 119).

An omission between sentences is indicated by following the text with four spaced periods (. . . .) (p.119).

## **CHANGES IN THE APA 5<sup>TH</sup> EDITION BY CHAPTER/PAGE NUMBER**

All page numbers refer to the APA manual, 5<sup>th</sup> edition.

- Chapter 1: The length of the abstract is a maximum of 120 words (p. 13).
- Chapter 3, italicizing words: Authors are instructed to use italics instead of underlining (p. 100).
- Headings: A new paragraph clarifies that APA's heading style consists of five possible formatting arrangements according to the number of levels of subordination. Although each level is numbered, the specific levels used are not necessarily consecutive (p. 113). Please note that the *University of Phoenix Research Study Handbook* departs from this rule.
- Citation of sources: Guidelines are now provided for citing quoted material from electronic sources that may not have page numbers and a recommendation is given to use paragraph numbers (p. 120).
- Chapter 4, reference list: The hanging indent is the preferred manuscript form for reference lists. Entries should begin flush left, and the second and subsequent lines should be indented (p. 216, example on p. 313).
- Authors: Now only list up to and including six authors. When there are seven or more authors, the seventh and subsequent authors are abbreviated as et al (p. 224).